



Reduction In Force Webinar (Based on CURRENT law and policy)

March, 2011



Purpose of Presentation

- Overview of RIF tools in BEACON
- Overview of RIF Actions and Reasons
- Scenarios: What would you do and why....



Reduction In Force Tools in BEACON

- ZSEV – Severance Calculator
- BI Reports
 - B0020 RIF Verification
 - B0021 Employees Eligible for RIF Priority
- Infotypes
 - IT 19 Monitoring of Tasks
 - IT 41 Date Specifications



ZSEV

Severance Pay Calculations

System Help

SAP

Severance Pay Calculations

1

Employee Number Date of RIF Separation

Employee Name

2

Personnel Area

Position Number

Employee Salary

Current Service Months As Of

Service Factor 0.00

Date of Birth

Age Factor 0.00

Total Severance Pay 0.00 Distributed Over 0 Months

0.00 Per Month

(Based on 0.00 Years of Service)

Note:

E1P (1) 100 be1pa04z INS

- 1. Enter EE #
- 2. Enter date of projected first day of RIF

RIF related BI Reports: B0020 and B0021



Welcome Personnel Admin - SAP NetWeaver Portal - Windows Internet Explorer provided by OSC

Welcome JULIE NEW [Help](#) [Log Off](#)

ACON
North Carolina
State Controller

Home | **ESS** | My Staff (MSS) | SAP GUI | **Reports** | OrgCharts

Welcome | Personnel Admin | Organization Mgmt | Benefits | Cost Center | Mgmt Scorecard

Detailed Navigation

- Turnover
- Cross Agency Verification
 - B0020: RIF Verification
 - B0157: Verify Employ
- Grievances
- Foreign Nationals
- Employee Details & Actions
 - Temporary Employees
- Disability
- Longevity & Retirement
- Labor
- Employee Headcount
- Performance Review
- EEO Planning
- Qualifications
- EEO Analysis
- Compensation

Business Intelligence Personnel administration

Today is: Thursday, April 30, 2009 6:06:01 PM.

Report Descriptions

General descriptions of all Personnel Administration reports can be found by following the link above. More detailed descriptions of the reports and how they can

Updates!

04/19/09 - There is a new report available under the Compensation role called B0015: Reallocations.

There are 74 Personnel Administration reports currently available for reporting!

[Meet our Subject Matter Experts](#)

The individuals listed in the link were selected by their Agency because they have in-depth knowledge of the business processes related to Personnel Administration for the State of North Carolina. They

FAQs

A list of some frequent questions can be found following the link above

Trusted sites 100%

RIF Related BI Reports: B0020 and B0021 cont.



- B0020 RIF Verification
 - Personnel Admin/Cross Agency Verification
 - Job Aid – link on BI Splash Page, Report Descriptions
 - For an individual
 - must have both last 4 digits and name in ALL CAPS
 - Jumps to...
- B0021 Employees Eligible for RIF Priority
 - Provides detail of RIF dates to determine eligibility



IT 19 Monitoring of Tasks

IT 19 – should probably do TWO of these....

- 30 days – from RIF letter to initiate RIF action
- Another one 12 months out to communicate with BEST Benefits to ensure health plan has been terminated. (DO NOT SEPARATE EE BEFORE HEALTH PLAN IS TERMINATED BY BEST BENEFITS.)



IT 41 Date Specifications

Infotype Edit Goto Extras System Help

Display Date Specifications (0041)

Personnel No 10000022 Name Jimmy01 Chonez01
EEGroup A SPA Employees PersA 4601 Cultural Resources
EESubgroup B1 FT S-FLSAOT Perm Statu Active
Start 01/01/2008 to 12/31/9999 Chng 10/24/2008 ZWFINOMPA191

Date Specifications	
Date type	Date
01 Original Hire Date	01/01/2008
02 Agency Hire Date	01/01/2008

- COPY and Add the date type 06 Notification of RIF using the date employee received RIF letter
- Don't change existing dates already on the IT41
- Don't forget your comments!

SAP E1T (1) 899 be1td01z INS



IT 41 if hired by BEACON agency

- If RIF rights are not satisfied and hired by BEACON agency:
 - IT 41 appears as part of action – COPY the 41 and KEEP the datatype 06 on the NEW IT 41.
- If RIF rights are satisfied and hired by BEACON agency:
 - IT 41 appears as part of action – COPY the 41 and remove the datatype 06 on the NEW IT 41.
 - The datatype 06 should remain on the previous IT 41.



IT 41 if hired by NON BEACON agency

- If RIF rights are not satisfied and hired by NON BEACON agency in State Government:
 - IT 41 appears as part of separation action – COPY the 41 and KEEP the datatype 06 on the NEW IT 41.
- If RIF rights are satisfied and hired by NON BEACON agency in State Government:
 - IT 41 appears as part of separation action – COPY the 41 and remove the datatype 06 on the NEW IT 41.
 - The datatype 06 should remain on the previous IT 41.

Overlap of Policies....think before you pick the Action/Reason



- RIF Priorities
 - Career Status (24 months)
- Severance Salary Continuation
 - Eligible:
 - Full Time & Part Time (1/2 at least) Permanent
 - Trainees with at least 6 mos service or more
 - Not Eligible:
 - Trainees with less than 6 mos service
 - Probationary and Time Limited
 - Temporary and Intermittent
- Health Benefit continued for 12 months
 - 12 mos of service AND
 - Covered by State Health Plan when separated



Reduction in Force Actions and Reasons

- Action: Separation Pay Continuation
- Reason:
 - RIF Severance and/or Health Insurance
Then 12 months later or sooner
- Action: Separation
 - Cancel Separation Pay Continuation
 - Cancels the action that provides severance and/or health benefit



Health Benefits for RIF Employees

- RIF Health benefits covered for 12 months after Separation Pay Continuation
- Example:
 - EE last day in pay status – June 30, 2011
 - EE RIF date – July 1, 2011
 - RIF health benefits begin – July 1, 2011
 - RIF health benefits end – June 30, 2012
- After 12 mos. RIF insurance employee can continue for life by paying BCBS full cost.



SHP RIF Enrollment Form

- Form is for agency use only – DO NOT SEND TO SHP OR BEST
- <http://www.shpnc.org/pdf/rif-application.pdf>
- Employee can switch from 80/20 to 70/30 at time of RIF
- Employees wanting to cancel dependent coverage
 - HBR creates SRQ (Subscriber Request) Adjustment Reason
 - Employees access ESS to cancel dependents or
 - Employees without access to ESS send paper form to BEST
 - Dependents terminated with Subscriber Request are not offered COBRA



Reduction in Force Actions and Reasons

- Action: Separation
- Reasons:
 - Reduction in Force (RIF)
 - without severance/health benefit
 - RIF Discontinue Service Retire
 - without severance/health benefit



Scenario: LOA w/ 15 mos service

- Perm Employee (worked 15 mos. Prior to LOA) on LOA with pay; receives his letter June 1 and is not reemployed within 12 months
- Actions in system:
 - IT 41 Date Specifications – June 1, 2011
 - IT 19 Monitoring of Tasks (30 day reminder to complete action)
 - Separation Pay Continuation/RIF Severance and/or Health Insurance - July 1, 2011
 - Separation/Cancel Separation Pay Continuation – July 1, 2012

Must use RIF Sev/H Ins to provide H Ins; meets 12 mos for H Ins but not 24 mos Career Status



Scenario: Trainee less than 4 mos

- Employee has been working less than 4 months as a trainee; receives his letter June 1
 - Actions in system:
 - IT 41 Date Specifications – June 1, 2011
 - IT 19 Monitoring of Tasks (30 day reminder to complete action)
 - Separation/Reduction in Force – July 1, 2011
- EE does not meet 12 mos for Health Benefit or 24 mos for Career Status.



Scenario: Hired by Non BEACON

- RIF employee who currently has a Separation Pay Continuation action in the system is hired by a Non BEACON state agency:
 - Agency that has access to the employee, usually the agency that reduced the employee, will complete a Separation/Cancel Separation Pay Continuation.



Scenario: Employee w/ 29 yrs.

- 29 yr. perm employee receives his letter June 1
- CHECK WITH RETIREMENT AND PAYROLL 1st!
- Possible Actions in system:
 - IT 41 Date Specifications – June 1
 - IT 19 Monitoring of Tasks (30 day reminder to complete action)
 - Separation/RIF Discontinue Service Retire - July 1, 2011



Scenario: RIF elects to Retire

- 30 yr. perm employee receives his letter June 1 and elects to retire:
- Action in system:
 - Separation/Retirement
 - Employee will not receive any severance pay.



Scenario: Eligible to Retire but doesn't

- 30 yr. perm employee receives his letter June 1 and does not elect to retire
- Actions in system:
 - IT 41 Date Specifications – June 1
 - IT 19 Monitoring of Tasks (30 day reminder to complete action)
 - IT 19 Monitoring of Tasks (
 - Separation Pay Continuation/RIF Severance and/or Health Insurance - July 1, 2011
 - Separation/Cancel Pay Continuation – July 1, 2012
 - **DO NOT PUT IN SEP/RETIREMENT ACTION!**



Questions?